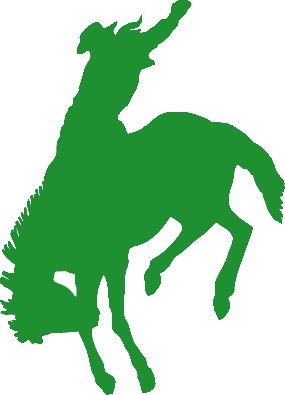
****Plateau Valley High School

Business and Technology

**Mrs. Wendy Nichols**

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Blog:

http://pvtechlab.wordpress.com

Objective of this course:

You will demonstrate correct keyboarding techniques while increasing speed and maintaining accuracy, over time.

# Classroom Guidelines:

Do not cause problems! If you do fix it, if you don’t I will do something (see map for details).

# Assignments:

**Introductory Video** – Keyboarding, why we need it, and proper technique

**Daily** practice in Mavis Beacon and www.typingweb.com

**Thursdays** are test day; print certificate, record in spreadsheet and file.

Technique is documented by instructor observation

**Fridays** typing games including but not excluding

[www.typeracer.com](http://www.typeracer.com)

[www.typetest.com](http://www.typetest.com)

[www.typingweb.com](http://www.typingweb.com)

# Grades:

**Work Ethic:** Not causingproblems, staying focused, and setting goals

5 points a week

Points are lost when negative behaviors are redirected by instructor.

**Technique:** Sitting straight, uses touch key typing, approaches the keyboard correctly.

Show improvement

10 points a week

Possible loss of points includes:

* + - Not sitting in chair correctly – lower back touching chair and slightly bent, feet on floor
    - Avoid using home keys
    - Constant looking at keyboard
    - Not making a conscious effort – focus on your technique and it will be automatic

**Accuracy:** Typing with very few errors!

3 points a week

1st - Show improvement

2nd – Be consistent over time in 94-100% range

**Speed:** Most employers today are requiring at least 40 WPM today

2 points a week

1st Show improvement over time!